Approved For Release 2005/08/17 : CIA-RDP78-00487A000100240001-6



40A-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

FEDERAL CREDIT UNION



25X1

Approved For Release 2005/08/17 SCIA RDP78-00487A000100240001-6

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 40a-56) for the

Federal Credit Union is approved and
authority hereby given to implement the disposition instructions contained therein.

25X1	25X1
Preparation and Reviews	
	14 Aug. 193
	Date
,	
14 August 1956	

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The Accounting Manual for Federal Credit Unions, published by the Department of Health Education and Welfare, was used as a guide in preparing this schedule. For records not covered by the manual comparison was made with similar type records of this Agency and disposition recommended accordingly.

RECOBOSVEONTONORESEMED 12005/08/17: CIA-ROPTEDIO CONCURRENCE OFFICE, DIVISION, BRANCH Federal Credit Union Presiden ITEM NO. FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME (CUBIC FT.) 1 SUBJECT FILE

DISPOSITION INSTRUCTIONS Consists of correspondence, reports, and other papers pertaining to the administration of the Agency Credit Union System. a. Permanent Records- Consisting of 1.0 Permanent. Disposal not authorized by the Charter, by laws and amendments, this schedule. (Retain in current files correspondence from the Bureau of area.) Federal Credit Unions, etc. Filed alphabetically by subject. (1950-1956) Temporary. Destroy when 5 years old. b. Temporary Records-Consisting of 3.0 correspondence on membership applica-(Cut off at end of every other year; tions, loan applications, dividends, transfer to Records Center 1 year theredelinquent accounts, extra copies of after.) Credit Committee reports, etc. Filed alphabetically by subject. (1950-1956) 2 CREDIT COMMITTEE FILE Consists of the official minutes, reports, and other correspondence related to the 1.8 Permanent. Disposal not authorized. Cut off every other year and transfer meetings of the Credit Committee for the to Records Center 1 year thereafter. Northwest Federal Credit Union. Minutes are recorded on Form FCU-203, (no title) which contains information on loan applications approved and rejected, members present, actions taken by the committee, etc. Copies of pertinent financial and statistical reports and Supervisory Committee audit reports are also in this file. Filed chronologically. (1947-1954)Approved For Release 2005/08/17 : CIA-RDP78-00487A000100240001-6

SCHEDULE NO.

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FORM NO. 139 USE PREVIOUS 1 JAN 56

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Approved For Release 2005/08/17: CIA 1007 87A000100240001-6 3 FINANCIAL AND STATISTICAL REPORTS FILE Consists of copies of financial and statistical reports prepared at prescribed intervals reflecting the financial status of the Credit Union including the net profit or loss. a. Form FCU-109, Financial and Statistical Report, submitted to the Board of Directors monthly. Filed chronologically. (1947-1956) b. Form FCU-521, Financial and Statistical Report, prepared annually for the Bureau of Federal Credit Unions. Filed chronologically. (1947-1955) 4 DIVIDEND RECORD FILE		FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	\Box
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	contai member prepar intere accoun for ea	aining the names of Credit Union ers receiving dividends. This form is ared annually and shows the rate of rest being paid, members name and unt number, total amount of dividend each, etc. File is arranged chronology and by account number thereunder.		Temporary. Destroy 5 years after annual audit.	
5 TIME AND ATTENDANCE FILE	TIME AND AT	ATTENDANCE FILE			
Consists of SF-1130, Time and Attendance Report, maintained on Credit Union employees as a record of their sick leave, annual leave, overtime worked, etc. Filed alphabetically by name. (1955-1956) Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)	Report as a re leave,	rt, maintained on Credit Union employe record of their sick leave, annual e, overtime worked, etc. Filed abetically by name.		(Cut off at end of each year; destroy	
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Approved For Release 2005/08/17 ; CIA-RDP78-00487A000100240001-6		Approved For Release 2005/08/17 : CIA-	RDP78-004		(41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/17 : CIA-		87A000100240001-6
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6	MEMBERSHIP CARD FILE		
	Consists of Form FCU-150-123, a dual purpose 3"x5" card. One side of this form serves as an Application For Membership, the other as a Joint Share Account Agreement. These cards provide a source of information to the board of directors when approving membership applications, contain signatures of members for identification purposes, and provide for the right of survivorship under the joint agreement. Filed alphabetically by name. (1947-1956)	2.5	Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.
7	SHARE AND LOAN LEDGER CARD FILE		
	Consists of Form FCU-2-401, Individual Share and Loan Ledger, maintained on all members of the Credit Union. These 6"x8" cards are used to record shares purchased by members, dividends paid to members, payments made on loans, and contain a running balance of the account. Entries on the cards are totaled and posted to the general ledger monthly. Filed numerically by account number. (1947-1956)	9•3	Permanent. Disposal not authorized by this schedule. (Place in inactive file upon termination of account and retain in current files area indefinitely.
8	MEMBERSHIP ACCOUNT NUMBER REGISTERS		
	Consists of loose-leaf binders containing registers used to assign account numbers to Credit Union members. Registers contain name of employee, number assigned, and date Arranged numerically by account number. (1947-1956)		Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
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	Approved For Release 2005/08/17 : CIA-F	DP78-004	87A000100240001-6
FORM NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE	CONTINUES	TION SHEET (41)

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/17 : CIA-F	SEURE1	
9	MEMBERSHIP CASE FILES		
	Consists of case files initially maintained on individual Credit Union Members. These files contain loan applications, extension agreements, reports, correspondence, and similar material. These files are being converted into individual file units where current material is being filed. (1947-1955)	38.4	Discontinue future maintenance of this file. (Screen and destroy correspondence prior to 1955; file remainder in appropriate file units.)
10	NOTE FILE		
	Consists of the original copies of the Application For Loan, the Note, and the Extension Agreement when appropriate. These documents are prepared for each loan made by the Credit Union and serve as the official record of agreements and understandings between the maker and holder of the note. Filed numerically by Note Number. (1949-1956)	3.6	Temporary. Return Note and Extension Agreement to maker upon final payment. (Place Application For Loan in inactive file; screen annually and destroy those indicating a period of 7 years since final payment.)
ıı	NOTE NUMBER REGISTERS		
	Consists of registers used to assign contro numbers to approved loans. These numbers are recorded on the Note and related material. Registers contain number assigne name of employee, and date. Arranged numerically by Note Number. (1953-1956)		Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)
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	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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		See Contract	
12	COMAKER NAME FILE		
	Consists of both a record book and 3"x5" cards containing the names of those employee's who have signed as comakers of notes; maintained for reference purposes. Files arranged alphabetically by name. (1954-1956)	.1	Temporary. Destroy when no longer needed for reference purposes.
13	LOAN SECURITIES FILE	,	*
	Consists of individual envelopes containing documents and legal instruments posted by employees as securities for loans received, and includes a 3"x5" card tickler file		
	a. Colleteral File - Containing titles to motor vehicles including the notorized Indenture, insurance policies, Form 769E, Official Binder, etc. Filed numerically by account number. (Current)	2.5	Temporary. Return all material to employee upon final settlement of loan.
	b. Tickler File - Consists of 3"x5" cards prepared on selected cases and used as a follow-up on automobile insurance policies which will expire during the course of the loan.	•1	Temporary. Destroy related card upon final settlement of loan.
14	SCHEDULE OF DELINQUENT LOANS FILE		
	Consists of copies of Form FCU-118, Schedule of Delinquent Loans, prepared monthly for the Board of Directors. These schedules contain the account number, date of last payment, the extent of the delin- quency, etc. Delinquent loans are also classified and reported on the monthly	• 14	Temporary. Destroy when 5 years old. (Cut off every other year; destroy 5 years thereafter.)
	Financial And Statistical Report. Filed chronologically.	SELEKE	
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TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTION	NS
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15	DELINQUENT ACCOUNTS CARD FILE	PEPUEI		
	Consists of 5"x8" cards prepared on delinquent accounts and used to record the dates delinquency notices were sent and dates replies were received. When appropriate, cards contain a notation that	.2	Temporary. Destroy related of final disposition of case.	ard upon
	the account has been referred to a collec- tion agency. Arranged by status of the account and alphabetically by name there- under.			
	(1950-1956)	,		
16	PAYROLL DEDUCTION FILES			
	Consists of machine listings and a 5"x8" card file containing the names of those members who have authorized payroll deductions to repay loans, purchase shares, or both.			
	a. Machine Listings - Containing the names of employee's account numbers, and amounts withheld from their pay. Listings are used to post entries to the Share and Loan Ledger Cards. File chronologically. (1955-1956)	1.5 d	Temporary. Destroy when 5 yes (Cut off at end of each year; to Records Center 1 year there	transfer
	b. 5"x8" Card File - Containing the names of those employee's who have forwarded Form 56MM-4, Authority To Make Payroll Deductions, to the Office of The Comptroller. Filed numerically by account number. (1954-1956)		Temporary. Destroy when superobsolete.	rseded or
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CASH ACCOUNT BALANCE FILES		
Consists of vouchers, cancelled checks, Trial Balance Sheets, bank statements, Journal And Cash Records, Treasurer's Daily Reports, and similar types of material used to balance and account for cash receipts and disbursements on a daily basis.		
a. Journal And Cash Record File-Consisting of copies of Form FCU-101, containing a record of each transaction with debit and credit entries used to balance cash and serves as a work sheet for the General Ledger. Filed chronologically. (1947-1956)	.8	Incorporate each years accumulation with corresponding General Ledger, (item 18.)
b. Cancelled Check File - Containing cancelled checks which represent receipts for expenditures and bank statements reflecting the current status of the account. Filed numerically by check number. (1955-1956)	•7	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
c. All Other Material - Consisting of vouchers, posting machine tapes, Treasurer's Daily Reports, Daily Cash Settlement Sheets, used bank books, Cash Received Vouchers, Share Withdrawal Receipts, etc. Filed chronologically. (1955-1956)	19.6	Temporary. Destroy 5 years after audit. (Cut off at end of each year; transfer to Records Center after annual audit.)
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	Trial Balance Sheets, bank statements, Journal And Cash Records, Treasurer's Daily Reports, and similar types of material used to balance and account for cash receipts and disbursements on a daily basis. a. Journal And Cash Record File- Consisting of copies of Form FCU-101, containing a record of each trans- action with debit and credit entries used to balance cash and serves as a work sheet for the General Ledger. Filed chronologically. (1947-1956) b. Cancelled Check File - Containing cancelled checks which represent receipts for expenditures and bank statements reflecting the current status of the account. Filed numerically by check number. (1955-1956) c. All Other Material - Consisting of vouchers, posting machine tapes, Treasurer's Daily Reports, Daily Cash Settlement Sheets, used bank books, Cash Received Vouchers, Share With- drawal Receipts, etc. Filed chronologically. (1955-1956)	Trial Balance Sheets, bank statements, Journal And Cash Records, Treasurer's Daily Reports, and similar types of material used to balance and account for cash receipts and disbursements on a daily basis. a. Journal And Cash Record File- Consisting of copies of Form FCU-101, containing a record of each trans- action with debit and credit entries used to balance cash and serves as a work sheet for the General Ledger. Filed chronologically. (1947-1956) b. Cancelled Check File - Containing cancelled checks which represent receipts for expenditures and bank statements reflecting the current status of the account. Filed numerically by check number. (1955-1956) c. All Other Material - Consisting of vouchers, posting machine tapes, Treasurer's Daily Reports, Daily Cash Settlement Sheets, used bank books, Cash Received Vouchers, Share With- drawal Receipts, etc. Filed chronologically. (1955-1956) Approved For Release 2005/08/17: CIA-RDP78-004

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	Approved For Release 2005/08/17 : CIA-R	DP78-004	87A000100240001-6
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18	GENERAL LEDGER FILES		
	Consists of Form CU-102, General Ledger, Form CU-108, Bank Reconcilement, Form FCU-104, Expense Ledger, and Form FCU-101, Journal And Cash Record, maintained as accounting records for the receipt and disbursement of funds. The General Ledger contains debit and credit entries and reflects a summary of the transactions. (1947-1956)	1.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
19	MACHINE LISTINGS		
	Consists of copies of machine listings containing rosters of Credit Union members and statistical information such as account numbers, new members, etc. Members are added or deleted from listings by forwarding notifications to Machine Records. Maintained for convenience of reference. (Current)	1.6	Temporary. Destroy upon verification of revised listings.
20	DISPATCH LOG		
	Consists of copies of Form 35-31, Abstract File Slip, containing a record of dispatche received from, and, dispatches forwarded to field stations. Filed by area code designation. (1955-1956)	s .1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
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